



## RESIDENT SELECTION CRITERIA

**UPON THE DAY OF MOVE-IN & IN ORDER TO OBTAIN KEYS TO THE HOME YOU MUST  
PROVIDE A COPY OF YOUR RENTERS INSURANCE AND  
PAY YOUR SECURITY DEPOSIT**

**Application Fee:** \$40.00 **non-refundable** fee per application and Copy of Photo ID. If you are Military then the application fee is \$30.00 **non-refundable** per application.

The application will provide personal information and be used to obtain:

- **Credit Report**
- **Employment/Income Verification**
- **Prior Rental History**
- **Criminal History**
- **Sexual Offender Status**
  
- All applicants **must** provide good references for previous **2-year period**.
  
- Complete all pages of the application including the **consent portion**.
  
- Employment/Income verification **must** be received. A copy of your most recent two (2) months pay-stubs is also required.
  
- Social Security number(s) and acceptable form of ID are required: Driver's license.

- Satisfactory reference from prior rental sources **must** be received direct from previous landlord. The last two rental sources shall be contacted to obtain rental history.

**NO MORE THAN TWO PETS (UNLESS APPROVED BY OWNER).**

We need approval from landlords to rent to prospective tenants with these breeds of dogs:

**Rottweiler, Pit-bull, German Shephard, Husky, Chow, Great Dane, Doberman, Wolf Hybrid.**

1. All Adult applicants 18 or older must submit a fully completed, dated and signed residency application and fee. Applicant must provide proof of identity. A Non-refundable application fee will be required for all adult applicants. Applicant may be required to be approved by a condo/homeowner's association and may have to pay an additional application fee or an additional security or damage deposit.
2. Applicants must have a combined gross income of at least three times the monthly rent. We reserve the right to require a co-signer. A minimum of two-years residential rental history is required. We may deny on the basis of this income requirement even if pre-paid rent is offered by applicant.
3. Credit history and or Civil Court Records **must not** contain slow pays, judgments, eviction filing, collections, liens or bankruptcy within the past 5 years.
4. Self-employed applicants may be required to produce upon request 2 years of tax returns or 1099s and non-employed individuals must provide verifiable proof of income.
5. All sources of other income must be verifiable if needed to qualify for a rental unit (i.e. bank statements, taxes, written letter from employer).
6. Criminal records must contain no convictions for felonies for crimes within the past 7 years involving violence against persons, damage or destruction of property, manufacture or distribution of controlled substances and no sexual offenses ever.
7. Previous rental history reports from landlords must reflect timely payment, sufficient notice of intent to vacate, no complaints regarding noise, disturbances, no unpaid NSF checks, and no damage to unit or failure to leave the property clean and without damage at time of lease termination.
8. No pets of any kind are permitted without specific written permission of landlord in the lease document, an addendum to lease, a non-refundable pet fee acceptable to landlord and/or an additional pet fee or additional security deposit.

9. A minimum non-refundable property preparation fee may be charged at to the Resident(s) at time of leasing the property. Other mandatory minimum fees for cleaning, carpet cleaning, rekeying etc., may be charged as per the lease. Resident(s) shall still be liable for amounts for damages, cleaning, re keying etc., that exceed this non-refundable property preparation fee or minimum fees.

10. Applicants will be required to pay a security deposit at the time of lease execution in a minimum amount of one month's rent. We reserve the right to require a higher security deposit and or additional prepaid rent.

11. The number of occupants must be in compliance with HUD standards/guidelines for the applied for unit.

12. We require a holding or good faith reservation fee to be collected to hold a property off the market. In the event the application is approved and applicant fails to enter into a lease, the applicant shall forfeit this reservation fee. In the event the application is approved, this reservation fee shall be applied to the first month's rent.

13. Any exceptions to our company's criteria will need to be submitted in writing to the rental agent for presentation to the landlord for consideration. If approval is then given for such exceptions, additional security, co-signers, and/or additional advance rent payments may be required.

14. Our company policy is to report all non-compliances with terms of your rental agreement or failure to pay rent, or any amounts owed to the credit bureau and/or a collection agency and if the amount is disputed, it shall be reported as disputed in accordance with law.

Thank you for selecting a rental property through Cornerstone Property Management Services Inc.,. We will process your application as quickly as possible. **Normal processing time is between 1-2 working days.** However, please be advised that we must receive employment/income verification direct from employers and prior rental history from landlords and that has a direct impact on processing time.

Approved applicants will be notified by **phone**. If for any reason the applicant cannot be accepted, the applicant will be provided an explanation in writing.

Please note that these are our current rental criteria and nothing in these requirements shall constitute a guarantee or representation by our company that all residents and occupants currently renting with us have met these requirements. There may be residents and occupants that have resided here prior to these requirements going into effect; therefore, our ability to verify whether these requirements are met is limited to the information we receive from various reporting services.

Cornerstone Property Management Services Inc., utilizes a credit scores, considers income, monthly rent, & overall credit history to evaluate how creditworthy you are. If there is limited credit history available, then income and rental history will be a major component in evaluating your rental application and additional deposits may be required.

All occupants over 18 will be checked for criminal history. The history must reflect no felony convictions, deferred or withheld adjudication for a felony or misdemeanor for crime against a person. Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of a felony, deferred adjudication for a felony or crime against a person. There may be residents or occupants that have resided in our community prior to this requirement going into effect. Additionally, our ability to verify this information is limited to the information made available to us by the third party credit reporting services used.

This company does not discriminate on the basis of race, color, religion, sex, national origin, handicap, or familial status. The undersigned applicant(s) and co-signer(s) hereby consent to allow Cornerstone Property Management Services Inc., itself or through its designated agents, and its employees, to obtain a consumer credit report and criminal record report on each of us and to obtain and verify each of our credit and employment information for the purpose of determining whether to lease a home to me/us. We also agree and understand that owner and its agents and employees may obtain additional consumer reports and criminal record reports on each of us in the future to update or review our account. Upon my / our request, the managing agent, landlord or other designated agent and / or employee will tell me/us whether the consumer credit report or criminal record report were requested and the names and addresses of any consumer reporting agency that provided such reports.

# RENTAL HISTORY

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB (MM/DD/YYYY): \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_

## **Current Landlord**

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Monthly Rent Amount: \_\_\_\_\_ Lease Period: \_\_\_\_\_ To \_\_\_\_\_

Circle One

Have you made any late payments? Yes No

Have any of your payments been returned for NSF? Yes No

Do you have any roommates? Yes No

Have you caused any problems? Yes No

## **Previous Landlord**

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Monthly Rent Amount: \_\_\_\_\_ Lease Period: \_\_\_\_\_ To \_\_\_\_\_

Circle One

Have you made any late payments? Yes No

Have any of your payments been returned for NSF? Yes No

Do you have any roommates? Yes No

Have you caused any problems? Yes No

I have read and signed the Rental Application and authorize Cornerstone Property Management Services Inc., to call my previous Landlords for rental history.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

I/We authorize Screening Reports to do a complete investigation of all information provided in the application. I/We have personally filled in and / or reviewed all information listed herein. I/We understand failure to complete an application and sign this form completely and truthfully may result in denial and / or forfeit of deposit. A complete investigation may include any or all of the following: Credit Report, Criminal Report, Rental History, References, Credit Scoring System and personal interviews with information provided by in the application. I/We authorize screening Reports to provide to the credit grantor federal and state records of employment and income history, including state employment, security agency records. Such credit report(s) may be obtained before and during the term of the Lease and after the expiration or termination of the Lease as part of any effort to collect rent, costs, fees and charges owing under such Lease. This authorization is for the transaction only and continues for (1) one year unless limited by state law, allowed by law.

I/We have read **and** I/We understand the Rental Application Criteria.

Applicant \_\_\_\_\_ Date \_\_\_\_\_  
Signature Print Name

Cornerstone Property Management Services Inc.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature Print Name



## RENTAL APPLICATION

(One For Each Adult Applicant)

Application is hereby made to rent the premises generally described as: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (“Property”)

The MLS # for this property, if known, is \_\_\_\_\_

1. **Lease Term.** The term of the lease of the Property for which Applicant is applying shall tentatively start on \_\_\_\_\_  
(the “Commencement Date”) and be for a minimum of one year.

2. **Proposed Monthly Rent.** \$ \_\_\_\_\_.

3. **Lease Application Fee.** Applicant has paid Landlord a non-refundable Lease Application Fee of \$ \_\_\_\_\_  
to process this Rental Application, determine Tenant’s credit worthiness to lease the Property and conduct a background  
investigation of Applicant. **Please keep in mind this process can take approximately 3-5 business days.**

4. **Authorization to Do Credit and Background Check.** Applicant hereby authorizes Landlord and Landlord’s  
authorized agents to do whatever background and credit check on Applicant Landlord or Landlord’s agents deem appropriate.  
This may include among other things obtaining one or more credit reports on Applicant. Such credit report(s) may be  
obtained before and during the term of the Lease and after the expiration or termination of the Lease as part of any effort  
to collect rent, costs, fees and charges owing under such Lease. Applicant acknowledges that merely requesting such  
reports may lower Applicant’s credit score and Applicant expressly consents to the same.

5. **Reservation Fee.** A reservation fee of \$ \_\_\_\_\_ by, \_\_\_\_\_ cashier’s check or \_\_\_\_\_ money order  
is being made along with this rental application. If Applicant’s application is approved and a lease is entered into  
between Landlord and Applicant the fee shall be applied towards Applicant’s first month’s rent. If Applicant’s  
application is denied, the reservation fee shall be refunded to Applicant without interest. If the Applicant’s application  
is approved, and Applicant fails to execute Landlord’s standard lease agreement for the Premises prior to the  
Commencement Date (or to pay the required rent & deposits thereunder such that the lease does not Commence),  
then Landlord may retain the reservation fee as liquidated damages, it being acknowledged and agreed that the same is  
a reasonable pre-estimate of Landlord’s damages for not seeking to rent the Property to others during this time  
period and not a penalty.

6. **Use of Information.** The information in this application or obtained as a result of the authorization given herein by  
Applicant will not be sold or distributed to others. However, Landlord and Landlord’s agents may use such information  
to decide whether to lease the Property to Applicant and for all other purposes relative to any future lease agreement  
between the parties including the enforcement thereof.

7. **Application Does Not Create a Lease.** This application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord or an offer to lease. No lease shall exist between Applicant and Landlord unless and until the parties enter into a formal written Lease Agreement and Applicant pays all required fees, deposits and advance rent.

8. **Information About Applicant.**

**A. GENERAL**

First Name: \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_ SS# \_\_\_\_\_

Date of Birth \_\_\_\_\_ Email Address \_\_\_\_\_

Driver's License# \_\_\_\_\_ Driver's License State: \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Emergency Contact Information \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

Emergency Contact Phone & Email \_\_\_\_\_ (phone) \_\_\_\_\_ (email)

Present Address \_\_\_\_\_

How Long? \_\_\_\_\_ Current Lease Amount \$ \_\_\_\_\_

Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

Previous Address \_\_\_\_\_

How Long ? \_\_\_\_\_ Lease Amount \$ \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Previous Landlord Name \_\_\_\_\_ Phone \_\_\_\_\_

Previous Landlord Email \_\_\_\_\_

Spouse / Significant Other Name (must fill out a separate application) \_\_\_\_\_

Names and ages of individuals under 18 \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Pets? YES, NO, How Many ? \_\_\_\_\_, What Kind \_\_\_\_\_, What Kind \_\_\_\_\_

1<sup>st</sup> Pet Name \_\_\_\_\_, Breed \_\_\_\_\_, Age \_\_\_\_\_, Weight \_\_\_\_\_ Color \_\_\_\_\_

2<sup>nd</sup> Pet Name \_\_\_\_\_, Breed \_\_\_\_\_, Age \_\_\_\_\_, Weight \_\_\_\_\_ Color \_\_\_\_\_

3<sup>rd</sup> Pet Name \_\_\_\_\_, Breed \_\_\_\_\_, Age \_\_\_\_\_, Weight \_\_\_\_\_ Color \_\_\_\_\_



Are you registered or required to register as a sex offender in any state in the United States? \_\_\_\_\_

If so, what state(s)? \_\_\_\_\_

**B. EMPLOYMENT**

Employer \_\_\_\_\_ Position \_\_\_\_\_

Employer Address \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisors Email \_\_\_\_\_

Business Phone \_\_\_\_\_ Length of Time at Present Job \_\_\_\_\_

Annual Income \_\_\_\_\_

**NOTE: PLEASE PROVIDE TWO MONTHS OF PAY STUBS!**

**C. REQUIRED REFERENCES**

Banking Institution \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Personal Reference \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Personal Reference \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Credit Reference \_\_\_\_\_ Phone \_\_\_\_\_

Credit Reference \_\_\_\_\_ Phone \_\_\_\_\_

Additional Previous Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Lease Period Dates \_\_\_\_\_ Lease Amount \$ \_\_\_\_\_

Additional Previous Landlord \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Lease Period Dates \_\_\_\_\_ Lease Amount \$ \_\_\_\_\_

9. **Warranty of Applicant.** Applicant hereby warrants that the information supplied above is complete and accurate and that the breach of this warranty by Applicant may result in the termination of any Lease entered into with Applicant by Landlord.

10. **Commitment to Equal Housing.** Landlord and Landlord's agents are committed to providing equal housing opportunities to all rental applicants regardless of race, color, religion, national origin, sex, handicap or familial status.

11. **Reason for Denial.** If this Application is denied, Landlord or Landlord's agent shall within ten (10) days thereafter and upon the written request of applicant, state the basis for said denial to Applicant.

12. **Other Matters that you feel need to be disclosed.**

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Accepted By:

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Applicant's Printed Name

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Applicant's Signature

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Date